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# MAURITAS

# P7

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Procedure associated with confidentiality

Mauritius Accreditation Service

**CONTENTS**

**FOREWORD ..... 2**

**ABOUT MAURITAS PUBLICATIONS ..... 2**

**1. PURPOSE ..... 3**

**2. SCOPE AND RESPONSIBILITIES ..... 3**

**3. REFERENCE..... 3**

**4. DEFINITION ..... 3**

**5. PROCEDURE ..... 3**

**6. RELATED FORMS ..... 4**

**APPENDIX A: AMENDMENT TABLE ..... 5**

## Foreword

The MAURITIUS ACCREDITATION SERVICE (MAURITAS) is a governmental body established in 1998 to provide a national, unified service for the accreditation of Conformity Assessment Bodies (CABs) such as calibration/testing laboratories, certification bodies and inspection bodies. Organizations that comply with the MAURITAS requirements are granted accreditation by MAURITAS.

## About MAURITAS publications

MAURITAS publications are categorized as follows:

- R series Publications containing general policy and requirements related to MAURITAS accreditation.
- G series Publications providing guidance on MAURITAS requirements.
- A series Publications related to assessment procedures.
- P series MAURITAS quality system procedures
- F series MAURITAS Forms
- Directories Classified listing of accredited organizations.

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# Procedure associated with confidentiality

## 1. Purpose

1.1 The purpose of this procedure is to describe the arrangements by MAURITAS to safeguard confidentiality of information at all levels of the organisation.

## 2. Scope and Responsibilities

2.1 This procedure describes the process for safeguarding confidentiality of information. It is the responsibility of all MAURITAS staff to ensure that this procedure is adhered to.

## 3. Reference

3.1 **ISO/IEC 17011** : Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies

3.2 **MAURITAS A Series**

3.3 **MAURITAS P Series**

3.4 **Mauritius Accreditation Service Act (Act 23 of 1998 - 1 August 1999 amended 10/17 (cio 24/7/17)**

3.5 **Data Protection Act 2017**

## 4. Definition

### 4.1 Granting accreditation

Awarding accreditation for a defined scope of accreditation

### 4.2 Withdrawing accreditation

Cancelling accreditation for the full scope

## 5. Procedure

5.1 Upon granting of accreditation certain information becomes publicly available on MAURITAS website such as certificate and schedule of accreditation, the name and contact details of the accredited CAB. Likewise, suspension or withdrawal/termination of an accreditation is also made public on the MAURITAS website.

5.2 Following grant of accreditation, MAURITAS and the accredited CAB sign a legally enforceable agreement **F 1.13** to safeguard the confidentiality of information obtained during the accreditation process.

5.3 All other information concerning applicants/accredited CABs such as application form, assessment findings, proficiency testing performance, quality documentation as well as correspondences, complaints, latest management review, internal audit reports and any other documents/records provided by the CAB prior to the assessment to the Assessment Team are considered confidential information. Assessment documents given to

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the Assessment Team are deleted/destroyed by the respective members of the Assessment Team after completion of the assessment.

**5.4** All persons associated with MAURITAS who gain access to any such information are obliged to sign the confidentiality agreement, **F 1.02**. MAURITAS Staff, by way of the **Mauritius Accreditation Service Act (Act 23 of 1998 - 1 August 1999 amended 10/17 (cio 24/7/17))**, are already bound by such a requirement.

**5.5** The following persons shall sign a document requiring them to maintain confidentiality of information deemed by MAURITAS to be confidential:

- (i) Members of the MAURITAS Advisory Council, **F 2.26**;
- (ii) Members/Co-opted members of the Accreditation Committee, **F 2.18**;
- (iii) Members of the Technical Advisory Committee, **F 2.27**;
- (iv) Assessors/Technical Experts, **F 1.02**.

**5.6** Committee and Council members not present in meetings but who will be given access to information in relation to a CAB or Committee/Council documents/records or any other assignments for MAURITAS are required to sign a declaration of confidentiality, **F 1.02**, prior to being given access to any such information.

**5.7** In case members are attending the meeting virtually, the Secretary of the AC shall request for confirmation of any conflict of interest and commitment to confidentiality by email. Attendance is taken through a screenshot of all members on the virtual platform.

**5.8** MAURITAS shall not disclose confidential information about any CAB without the written consent of the CAB. When it is required by law or authorised by contractual arrangements to release information, MAURITAS shall, unless prohibited by law, notify the CAB of the information to be provided.

**5.9** Information on a CAB, obtained from sources other than the CAB (e.g complainant, regulators), shall be confidential between the CAB and MAURITAS. The provider (source) of this information shall be confidential to MAURITAS and shall not be shared with the CAB, unless agreed by the source.

**5.10** Moreover, MAURITAS as a Government Department, complies with the provisions of the Data Protection Act 2017. MAURITAS holds a Certificate of Registration as a Data Controller and has nominated one officer to act as a Data Protection Officer whose responsibilities are listed under section 3(2) of the **Data Protection Act 2017**.

## **6. Related Forms**

- 6.1** Declaration of Confidentiality, **F 1.02**
- 6.2** Attendance sheet for Accreditation Committee, **F 2.18**
- 6.3** Attendance sheet for Technical Advisory Committee, **F 2.26**
- 6.4** Attendance sheet for MAURITAS Advisory Council, **F 2.27**
- 6.5** Contract Agreement between CAB and MAURITAS, **F 1.13**

**Appendix A: Amendment Table**

SN	Section	Amendment
1.		
2.		